

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120063-5

REPORTS INVENTORY

DDS/OL/SD 14

PREPARE IN DUPLICATE

XXXXXXX

1. TITLE OF REPORT (if a fill-in report include Form No.)

Value of Property On Hand Report

2. TYPE  
OF  
REPORT☒ STATISTICAL  
☐ NARRATIVE  
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

<input type="checkbox"/>	PERSONNEL	<input type="checkbox"/>	TRAINING
<input checked="" type="checkbox"/>	LOGISTICS	<input type="checkbox"/>	SECURITY
<input type="checkbox"/>	MEDICAL	<input type="checkbox"/>	FINANCE

ADMIN. GENERAL  
OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not  
number of copies)

3

7. FORMAT (memorandum, form  
computer print-out, etc)

Form

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Chief, Supply Division

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

OL/SD/SMB/GMMS

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-7	3.89	1		3.89	12		46.68

## B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

46.68

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required so as to provide a record of stock on hand property value.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

<input checked="" type="checkbox"/>	RETAIN AS IS	<input type="checkbox"/>	OTHER (explain)
<input type="checkbox"/>	CHANGE		
<input type="checkbox"/>	DISCONTINUE		

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

5 Oct 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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(22-96-43)